

August 11, 1999

TO: Vocational Administrators

FROM: Neils W. Brooks, Ed.D., Director
Office of Vocational and Adult Education Services

SUBJECT: Perkins III Regional Update Meetings for Vocational Administrators
and Key Division Level Personnel

The Office of Vocational and Adult Education Services will conduct three Perkins III Regional Update Meetings for local vocational administrators and key division-level personnel. The purpose of these meetings will be to review requirements, procedures, and timelines regarding new reimbursement procedures for implementing Perkins III including Core Standards and Measures of Performance with emphasis on data collection for Academic Achievement.

Representation is required for each school division receiving Perkins III funding. It is recommended that you invite the Director of Testing to attend the morning session and the Director of Finance to attend the afternoon session. The meetings will be conducted in a one-day format beginning with registration at 8:30 a.m. and concluding by 2:30 p.m. Meeting dates and locations are as follows:

September 21 - Hotel Roanoke and Conference Center, Roanoke
September 28 - Newport News Omni Hotel, Newport News
September 30 - Sheraton Hotel, Fredericksburg

The VDOE will direct bill and pay for one night's lodging (the night before) for participants whose travel is more than 100 miles one way, continental breakfast, and lunch on the day of the meeting. Only participants who stay overnight may claim reimbursement for dinner (\$18.00 maximum) the night before. Reimbursement forms will be provided at the meeting. Confirmation, including maps and directions, will be sent upon receipt of your registration. Return the enclosed response form by August 31, to Dr. Roy Jones, Registrar, Division of Continuing Education, Virginia Tech, Mail Code 0272, 810 University City Boulevard, Suite D, Blacksburg, Virginia 24061, Fax: 540-231-3306.

If you have questions concerning Core Standards and Measures, contact Lolita B. Hall, Program Improvement Specialist, (Phone: 804-225-3370, E-mail: lbhall@pen.k12.va.us); or if you have questions concerning Perkins III reimbursement procedures, contact Robert A. Almond, Grants Administrator, (Phone: 804-225-3349, E-mail: ralmond@pen.k12.va.us).

/jts

Copy: Division Superintendent
Jo Lynne DeMary
Roy Jones
Vocational Education Staff

Attachments: Tentative Agenda
Response Form

PERKINS III REGIONAL UPDATE MEETINGS

8:30 a.m. - 9:00 a.m.	Registration (<i>Bagels, coffee/tea, and juice</i>)
9:00 a.m. - 10:30 a.m.	<ul style="list-style-type: none">I. Academic Achievement SOL End-of-Course TestsII. Occupational Competence<ul style="list-style-type: none">A. Vocational Program CompletersB. Scondary Tech Prep Program CompletersIII. Access/Success<ul style="list-style-type: none">A. Access by Special PopulationsB. Success by Special PopulationsC. Enrollment/Completion Rates for Nontraditional Career Preparation
10:30 a.m. - 10:45 a.m.	Morning Break (<i>Coffee/tea, and juice</i>)
10:45 a.m. - 12:00 Noon	<ul style="list-style-type: none">IV. Successful Transition<ul style="list-style-type: none">A. Secondary School CompletionB. Transition IndicatorsV. Satisfaction<ul style="list-style-type: none">A. EmployeeB. Employer
12:00 Noon - 1:00 p.m.	Working Lunch
1:00 p.m. - 2:15 p.m.	New Reimbursement Procedures for Perkins III
2:15 p.m. - 2:30 p.m.	Wrap-up Session

(Duplicate as Necessary)

PERKINS III REGIONAL UPDATE MEETINGS Response Form

Please complete a response form for each individual attending

(Vocational Administrator, Financial Director, and Testing Director are recommended).

Name_____

School Division_____

Address_____

Telephone Number () _____ Fax Number () _____

E-mail Address_____

Select One

- ☐ September 21 - Hotel Roanoke and Conference Center, Roanoke
- ☐ September 28 - Newport News Omni Hotel, Newport News
- ☐ September 30 - Sheraton Hotel, Fredericksburg

Lodging Request (Lodging is for participants whose travel is more than 100 miles one way. **Please select the night you will need lodging.**)

- ☐ I will need lodging for the Roanoke meeting on September 20.
- ☐ I will need lodging for the Newport News meeting on September 27.
- ☐ I will need lodging for the Fredericksburg Meeting on September 29.

Check the appropriate reservation requirements

- ☐ Smoking ☐ Nonsmoking
- ☐ Single ☐ Double

Person sharing the room_____

Accessibility information for participants with disabilities and/or special dietary needs is needed in advance. Please identify any accommodations needed during the update meeting.

Please return the registration form by **August 31, 1999** to:

Dr. Roy Jones, Registrar
Division of Continuing Education
Virginia Tech, Mail Code 0272
810 University City Boulevard, Suite D
Blacksburg, VA 24061
FAX: 540-231-3306